



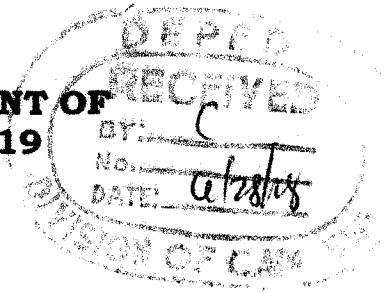
Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM
NO. 187, S. 2018

JUNE 27, 2018

**WORKSHOP ON TRAINING NEEDS ASSESSMENT OF
TEACHERS (TNA) SCHOOL YEAR 2018-2019**




**To: Asst. Schools Division Superintendents
Public Schools District Supervisors**

1. In preparation for the **Teacher I Deployment of New Items (batch 2)**, a **workshop on determination of teacher needs** shall be conducted at the office of the **ASDS (Elementary)** on the following schedules:

July 2, 2018 (1PM) - Third Congressional District
July 3, 2018 (9AM) - First and Fourth Congressional Districts
July 3, 2018 (1PM) - Second and Fifth Congressional Districts
2. The **workshop** aims to:

> determine the teacher need of each school using the prescribed Pupil-Teacher Ratio based on the current enrolment and organization of classes;
> discuss and agree on the process of redeployment of excess teachers; and,
> prepare a listing of the school Teacher I allocation of new items (batch 2).
3. The workshop shall be attended by the **Public Schools District Supervisors or their authorized representatives**. They are required to bring the **School Statistical Data for SY 2018-2019** using the prescribed format.
4. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.


CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent
